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FY 1952

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MEMORANDUM FOR: Chairman, CIA Career Service Board

ATTENTION: [REDACTED]

SUBJECT: Coordination of Responsibilities

1. In concurring in the coordination of responsibilities of the CIA Incentive Awards Program and the Honor Awards Program, it is the opinion of this office that the areas of activity between the two programs are clearly distinguishable and that the possibility of duplication is negligible.

2. Conceivably, in rare instances, a certain act may merit both an incentive and honor award. However, liaison between the two programs has been provided for, both through the Executive Secretaries and the Personnel Advisor to the Honor Awards Board. This liaison avoids the possibility of any conflict or uncoordinated action between the two programs.

GEORGE E. MELOON  
Chairman, Incentive Awards Committee

TAC/RAS:ry(6 August 1953)

Distribution:

Orig. & 1-Addressee  
1-OPD  
1-Chairman, Honor Awards Board  
✓ 1-IAC File  
1-Reading File

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16 June 1953

MEMORANDUM FOR: Chairman, CIA Honor Awards Board  
Chairman, Incentive Awards Committee ✓

FROM: Executive Secretary, CIA Career Service Board

SUBJECT: Coordination of Responsibilities

1. At its meeting on 15 June 1953, the Steering Group of the CIA Career Service Board decided to request the CIA Honor Awards Board and the Incentive Awards Committee to examine together their missions and responsibilities and to make recommendations to the Board. These recommendations should include, but are not limited to:

- a. the most efficient means of obtaining over-all objectives in the honor and incentive field,
- b. assurance that there is neither overlap nor duplication in functions and procedures, and
- c. assurance that responsibility for every phase of these fields is assigned to either one or the other of the groups concerned.

2. The CIA Career Service Board suggests that the basic [REDACTED] concerning incentive awards and honor awards be examined together and revised and adjusted where necessary to ensure that the above objectives are carried out.

FOR THE CIA CAREER SERVICE BOARD:

cc: Chairman, CIA/CSB

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9 January 1953

TO : CIA Career Service Board  
FROM : Working Group on Honor Awards  
SUBJECT: Final Report

1. PROBLEM. To create an Honor Awards Program for the Central Intelligence Agency according to Tab H of the Final Report of the Career Service Committee approved by the DCI on 13 June 1952.
2. ASSUMPTIONS. It is assumed that:
  - a. In furtherance of the U. S. intelligence effort some individuals perform acts of valor or exemplary achievement which cannot be recognized under present CIA procedures.
  - b. In addition, formal recognition of long and faithful personal service to the CIA will contribute to individual and group morale to the ultimate benefit of the Agency.
3. FACTS.
  - a. Military and civilian agencies recognize, by personal decoration, acts of valor and exemplary achievement.
  - b. Military and civilian agencies and private businesses recognize and make awards for long service.
  - c. The effectiveness of such decorations or awards depends to a large degree upon the standards under which they are awarded, as well as upon the recognition and appreciation accorded them.
  - d. Any system of honor awards must be compatible with Agency security principles.

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4. DISCUSSION.

- a. In TAB A are outlined the structure and responsibilities proposed for the CIA Honor Awards Board.
- b. In TABS B through E are described existing and recommended awards for distinguished achievement and longevity and their application.
- c. The major portion of this program can be accomplished by internal action. The necessary steps required for establishing the proposed National Security Medal for Distinguished Achievement have been taken and are appended to TAB B.

5. CONCLUSIONS.

- a. That an Honor Awards Program including separate awards for distinguished achievement and longevity should be established under the supervision of the CIA Honor Awards Board.
- b. That the award for distinguished achievement should be established by an Executive Order of the President which delegates to the Director of Central Intelligence the responsibility for making the award. (See TAB B for proposed draft forwarded to Bureau of the Budget.)
- c. That such awards should be made under circumstances appropriate to the stature of the award and be made a matter of suitable notice.
- d. That the proposed Honor Awards Program is so designed as to fulfill the needs of the CIA and at the same time be consistent with CIA security practices.

6. RECOMMENDATIONS.

- a. That a CIA Honor Awards Program as described in TABS A through Y be established; and,
- b. That the Deputy Director (Administration) be responsible for the implementation of the program.

FOR THE WORKING GROUP ON HONOR AWARDS

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Chairman

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APPENDIX 1	Organization and Procedure of the Working Group on Honor Awards
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STRUCTURE AND RESPONSIBILITIES OF THE CIA HONOR AWARDS BOARD

1. Structure. The CIA Honor Awards Board will be organized as follows:
  - a. Membership. The Board will be composed of three Agency officials appointed by the Director upon recommendation of the CIA Career Service Board. The Personnel Office and the Inspection and Security Office will furnish non-voting advisory representation to the Board on a continuing basis.
  - b. Term of Office. Each voting member will serve a twelve-month term with successive new members appointed each four months. One member of the Board first appointed shall serve for four months, a second member for eight months, and the third for twelve months.
  - c. Secretariat. Secretariat support will be provided by the Secretariat of the CIA Career Service Board.
2. Responsibilities. The CIA Honor Awards Board will be responsible to the CIA Career Service Board for the following:
  - a. Ensuring that the details of the CIA Honor Awards Program are brought to the attention of all Agency personnel.
  - b. Developing standards for honor awards and procedures for recommendation and determination of such awards.
  - c. Reviewing, investigating, and forwarding with recommendations to the Director of Central Intelligence all honor award proposals.
  - d. Providing a central point of record for information regarding awards recommended for CIA personnel.
  - e. Arranging for Agency announcement and presentation of honor and longevity awards.
  - f. Forwarding to the Director recommendations for awards to CIA personnel by other Government departments and agencies.
  - g. Undertaking such additional responsibilities as may be assigned to it.

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TAB A

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THE NATIONAL SECURITY MEDAL FOR DISTINGUISHED ACHIEVEMENT

Reference: 1) Appended letter dated 14 November 1952 to Mr. Roger W. Jones, Assistant Director for Legislative Reference, Bureau of the Budget from Lawrence R. Houston, General Counsel.

2) Appended proposed Executive Order.

1. Reference to the above enumerated documents furnishes the present status of the National Security Medal for Distinguished Achievement.

2. This award will eliminate distinction between valor and achievement (as recommended in the Honor Awards Program transmitted on 3 September 1952) and will provide the senior decoration for award to any individual who has made an outstandingly important contribution to U. S. intelligence either in the U. S. or overseas. It is envisaged that this decoration would be awarded only for valor or achievement of such nature as to be clearly outstanding. In preparing criteria for its award high level accomplishment would be stressed rather than the performance of specific feats of valor or other achievement. Thus, in the discretion of the CIA Honor Awards Board it could (and should) be used to recognize both valor and achievement.

3. It is recommended that:

- a. This medal, if established, be awarded to CIA personnel or other persons who perform distinguished service in behalf of United States intelligence.
- b. The Heraldic Branch, Office of the Quartermaster General, U. S. Army, be requested to prepare appropriate designs and models for the above.
- c. The CIA Honor Awards Board prepare and promulgate criteria governing the award of the National Security Medal for Distinguished Achievement.

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TAB B

C O P Y

14 November 1952

Mr. Roger W. Jones  
Assistant Director for Legislative Reference  
Bureau of the Budget  
Washington, D. C.

Dear Mr. Jones:

We are enclosing herewith the draft Executive Order establishing the National Security Medal for Distinguished Achievement. We have classified this draft "confidential" for purposes of handling only. You will note that we have amended the draft to exclude any reference to the Director of Central Intelligence. However, we wish that the Director control the award of this decoration and request that he be so authorized by the President. We enclose a draft of a suggested letter of authorization to prescribe regulations and make the awards. This letter further designates the Director as the one to approve the design of the medal.

With respect to the question which you have raised regarding the President's authority to issue this Executive Order, may we refer you to Executive Order 9586, dated July 6, 1945, published in CFR, 1945 Supp. page 96, establishing the Medal of Freedom. The President in that Order referred only to his vested authority as President of the United States and as Commander-in-Chief. It is our opinion that a recitation of this authority is adequate for purposes of the enclosed draft Order.

General Smith is very anxious to secure the approval of this Order as soon as possible. Any efforts which you are able to make in this connection will be greatly appreciated by us.

Sincerely,

Lawrence R. Houston  
General Counsel

Enclosure

TAB B



C O P Y

Confidential Handling Until Signed

EXECUTIVE ORDER

National Security Medal for Distinguished Achievement

By virtue of the authority vested in me as President of the United States and as Commander in Chief of the Armed Forces of the United States it is ordered as follows:

1. There is hereby established a medal to be known as the National Security Medal for Distinguished Achievement with accompanying ribbon and appurtenances of appropriate design.
2. The National Security Medal for Distinguished Achievement may be awarded to any person without regard to nationality, including a member of the Armed Forces of the United States, who, on or after 26 July 1947, has made an outstanding contribution to the National intelligence effort.
3. The decoration established by this order shall be awarded by the President of the United States or by such person as he may designate.
4. No more than one National Security Medal for Distinguished Achievement shall be awarded to any one person, but for subsequent services justifying an award, a suitable device may be awarded to be worn with the medal.
5. Members of the Armed Forces of the United States who are recipients of the decoration established by this order are authorized to wear an appropriate ribbon, symbolic of the award, in accordance with applicable uniform regulations.
6. The decoration established by this order may be awarded posthumously.

HARRY S. TRUMAN

The White House  
November , 1952

Confidential Handling Until Signed

TAB B

C O P Y

THE WHITE HOUSE

Washington, D. C.

Director of Central Intelligence  
2430 "E" Street, N. W.  
Washington 25, D. C.

Dear Sir:

Pursuant to Executive Order signed by me this date, I hereby authorize you to prescribe regulations for the award of the National Security Medal for Distinguished Achievement and to make awards of the Medal where appropriate thereunder.

It is my desire that the design of the decoration and its accompanying ribbon and appurtenances be approved by you.

Sincerely,

Harry S. Truman

November , 1952

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THE MEDAL OF FREEDOM

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REFERENCE: [REDACTED]

dated 5 November 1951

1. The Central Intelligence Agency will make use of the Medal of Freedom as an award secondary to the National Security Medal for Distinguished Achievement. Recommendations for the award of the Medal of Freedom may be forwarded to the CIA Honor Awards Board by the appropriate Assistant Director or Office Head to recognize a meritorious act or service which "(1) has aided the United States in the prosecution of a war against an enemy or enemies, (2) has aided any nation engaged with the United States in the prosecution of a war against a common enemy or enemies, or (3) during any period of national emergency declared by the President or Congress to exist, has furthered the interests of the security of the United States or of any nation allied or associated with the United States during such period, and for which act or service the award of any other United States medal or decoration is considered inappropriate".

2. Executive Order 10336, 3 April 1952 announces re-establishment of the Medal of Freedom and publishes the conditions under which it may be awarded. Among other provisions Executive Order 10336 permits the head of any department or agency to recommend to the Secretary of Defense the award of the Medal of Freedom. It also prohibits the award of the Medal of Freedom to a citizen of the United States for any act or service performed within the continental limits of the United States or to a member of the Armed Forces of the United States. The Medal of Freedom, therefore, becomes available for award to certain personnel of this Agency whose performance meets the standards set forth in Executive Order 10336.

3. Establishment of the CIA Honor Awards Board requires that Section A of reference regulation be rescinded in order that all recommendations for awards to recognize outstanding performance in furtherance of the CIA mission be submitted to the CIA Honor Awards Board for action. Sections B and C of reference regulation announcing availability of the Medal for Merit and the Medal of Freedom must also be rescinded as authority for award of the Medal for Merit expired in 1947, although the Medal of Freedom was re-established in 1952.

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TAB C

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AWARDS OF OTHER AGENCIES

25X1A REFERENCE: [REDACTED] dated 3 December 1952

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2. Establishment of the CIA Honor Awards Board requires that Section B of reference regulation be rescinded in order that all recommendations for awards to recognize outstanding performance in furtherance of the CIA mission be submitted to the CIA Honor Awards Board for action.

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LONGEVITY AWARDS

1. In carrying out the principles of wage administration as established throughout the Federal Service by the Congress and the Civil Service Commission, the CIA recognizes longevity or length of service by granting in-grade salary increases such as are available to all persons who come under the Classification Act of 1949. Such recognition is wholly monetary, wholly automatic, - provided performance has not been declared unsatisfactory, - and without public expression.

2. There is very wide use by industry and Government of systems for recognition of longevity that satisfy the universal need persons have to receive the approbation of their fellows. Some of these are the has marks of the Armed Forces, the overseas service chevron and bar of World Wars I and II, the gold watch of the Eastman Kodak Company, the certificates of the Department of State and the longevity lapel emblems for the civilians of the Navy Department.

3. Because of security problems raised by the use of unclassified and uncontrolled recognition, emblems or devices, the following criteria must be applied to a CIA longevity award:

- a. It must be capable of wide publicity within the Agency and must identify the individual to his immediate circle of colleagues and associates.
- b. It must be wholly controlled within the premises of the Agency and not exploitable outside the Agency.
- c. There must be tangible, physical evidence of its existence.

4. Since unclassified certificates of service with CIA, emblems such as watch charms, bar pins or lapel buttons, monetary awards, etc., all fail to conform in one way or another with the above criteria, the Working Group suggests that a practical system that would fulfill the requirement of being controlled at all times is as follows:

- a. A classified CIA Notice listing persons who have achieved stated length of service, and
- b. A device that remains Agency property until the individual separates from the Agency, and
- c. Suitable recognition of the individual's service at an Agency meeting (such as the present quarterly Orientation Program).

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5. A device,

- a. That is associated with the work of the recipient;
- b. That is an object of value to the recipient; and
- c. That already has "status" value,

would be desirable. Such a device is a single-pen, black, onyx-base pen set of the type classified as Class "B" Executive Furnishings (3-P-8075) with a plaque containing the Agency seal, appropriate numerals indicating years of service and the engraved name of the recipient. This fulfills all the criteria stated above. (The list price to the public of such a Sheaffer's pen set, without the plaque, is \$20, plus tax. In quantities to the Government, the cost would be considerably less per unit.)

6. When the recipient of such an award permanently leaves the Agency, he would be entitled to take with him as a souvenir of his service with CIA the pen set that had been issued to him. Such a practice is similar to the gift to former members of the President's Cabinet of the chairs that they used at Cabinet meetings. This would require, from a technical point of view, the writing off of the accountability of the pen set and its certification as expendable. After separation, the possession by an individual of this "documentation" of long employment by CIA is not believed to have any adverse security significance.

7. Persons who, for security reasons, are not in a position to have their names published in a classified CIA Notice or to be issued the inscribed pen set will be privately notified and full recognition will be accorded them when security restrictions no longer apply.

8. The number of years most usually used for longevity recognition is ten and therefore recognition should be accorded to personnel with ten, twenty, thirty years aggregate military or civilian service with CIA from the date of its inception, 18 September 1947.

9. It is recommended that:

- a. The above system for longevity awards and the described device be approved in principle.
- b. The Heraldic Branch, Office of the Quartermaster General, U. S. Army, be requested to prepare appropriate designs and models for the plaque referred to above.
- c. The Deputy Director (Administration) be authorized to implement this program.

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CENTRAL INTELLIGENCE AGENCY REGULATION

[REDACTED]  
(Date)

## HONOR AWARDS

### A. Policy

In accordance with this Regulation the Agency may grant honor awards for intelligence service to personnel for performing acts of valor or for making highly significant contributions to national intelligence. The Honor Awards Program is separate and distinct from the Incentive Awards Program as defined [REDACTED]

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### B. The CIA Honor Awards Board

The CIA Honor Awards Board, under the jurisdiction of the CIA Career Service Board, is established to review recommendations concerning honor awards, and to forward these recommendations to the Director for his approval.

(1) The CIA Honor Awards Board will be organized as follows:

#### (a) Membership

The Board will be composed of three Agency officials appointed by the Director upon recommendation of the CIA Career Service Board. The Personnel Office and the Inspection and Security Office will furnish non-voting advisory representation to the Board on a continuing basis.

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CENTRAL INTELLIGENCE AGENCY REGULATION

(Date)

(b) Term of Office

Each voting member will serve a twelve-month term with successive new members appointed each four months.

One member of the Board first appointed shall serve for four months, a second member for eight months, and a third for twelve months.

(c) Secretariat

Secretariat support will be provided by the Secretariat of the CIA Career Service Board.

(2) Responsibilities

The CIA Honor Awards Board will be responsible to the CIA Career Service Board for the following:

- (a) Ensuring that the details of the CIA Honor Awards Program are brought to the attention of all Agency personnel.
- (b) Developing standards for honor awards and procedures for recommendation and determination of such awards.
- (c) Reviewing, investigating and forwarding with recommendations to the Director of Central Intelligence all honor award proposals.
- (d) Providing a central point of record for information regarding awards recommended for CIA personnel.

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CENTRAL INTELLIGENCE AGENCY REGULATION

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(Date)

- (e) Arranging for Agency announcement and presentation of honor and longevity awards.
- (f) Forwarding to the Director recommendations for awards to CIA personnel by other Government departments and agencies.
- (g) Undertaking such additional responsibilities as may be assigned to it.

Deputy Director Effective:  
(Administration) Rescind:

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CENTRAL INTELLIGENCE AGENCY REGULATION

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LONGEVITY AWARDS

A. Policy

It is the policy of the Central Intelligence Agency to recognize long and faithful service of Agency personnel by providing suitable awards for such service.

B. Eligibility for Awards

Agency personnel who satisfactorily complete an aggregate of ten years civilian and/or military service with CIA will be eligible for a longevity award. Additional service will be recognized at ten-year intervals. Service subsequent to 18 September 1947 is creditable for longevity award purposes.

C. Nature of Awards

(1) CIA longevity awards shall consist of:

(a) Presentation of an appropriate device embodying the Agency seal, an indication of length of service, and the name of the recipient.

(b) Suitable publication of the names of the eligible employees and recognition of their service at an appropriate gathering of Agency personnel.

(2) Eligible employees who, by reason of security, are not in a position to receive the longevity award will be privately notified and full recognition will be accorded them at such time as security restrictions no longer apply.

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CENTRAL INTELLIGENCE AGENCY REGULATION

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D. Responsibilities

The Assistant Director (Personnel) is responsible for the administration of the longevity awards program. The CIA Honor Awards Board is responsible for making arrangements for the presentation of longevity awards.

Deputy Director Effective:  
(Administration)

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**CENTRAL INTELLIGENCE AGENCY**  
Washington, D. C.

(Date)

**NOTICE**  
**NO.**

**SUBJECT: Establishment of the CIA Honor Awards Program**

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1. In accordance with CIA [REDACTED], dated [REDACTED], the Agency may grant honor awards to CIA personnel who perform acts of valor or exemplary achievement of the highest order in the national security interest. To this end, the CIA Honor Awards Board has been created to set the standards for Agency awards, and to make recommendations to the Director for his approval.

2. The principle of recognizing individuals for deeds performed above and beyond the call of duty is traditional. Deeds requiring a high order of personal courage have been and will be performed by CIA personnel who are engaged in the support of United States intelligence activities. Similarly, CIA individuals have made and will make singularly important and highly significant contributions of a non-valorous nature to the national intelligence effort. Although the anonymity demanded by our profession militates against overt forms of recognition, a system of CIA Honor Awards has been established which is specifically designed to meet security considerations so that deserving personnel can receive special recognition.

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3. Submission of Nominations

a. Nominations for CIA Honor Awards may originate at any administrative echelon.

b. All nominations shall be forwarded to the CIA Honor Awards Board, with endorsement by the appropriate Assistant Director or Office Head. Nominations affecting CIA military personnel will be coordinated by the CIA Honor Awards Board with the Military Personnel Division of the Personnel Office.

c. Each nomination shall be accompanied by supporting data, thus affording the Board sufficient information on which to base its recommendation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

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CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.

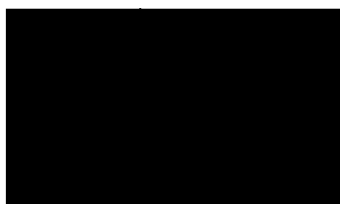
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1. The following appointments to the CIA Honor Awards Board are effective with the publication of this Notice:

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Chairman

Term

1 year

8 months

4 months

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2. [REDACTED] has been designated by the Inspection and

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Security Office and [REDACTED] by the Personnel Office to serve as non-voting advisory representatives to the Board.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

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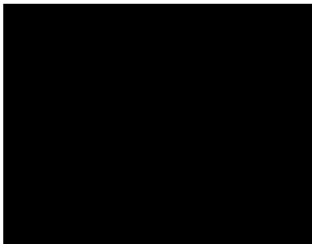
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ORGANIZATION AND PROCEDURE  
OF THE  
WORKING GROUP ON HONOR AWARDS

1. On 23 May 1952 the Career Service Committee appointed a Working Group on Honor Awards, consisting of the following persons:

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 Office of Special Operations, Chairman  
Office of Collection and Dissemination  
Inspection and Security Office  
Office of Policy Coordination  
Personnel Office  
Office of the General Counsel  
Office of the Deputy Director (Administration)

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Other persons who have collaborated with the Working Group, or attended its meetings, are 

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 and Colonel White.

2. The Working Group made an interim report to the Career Service Committee on 5 June in order that its basic recommendations could be incorporated into the Committee's report to the DCI (See Tab H of Final Report of the Career Service Committee, dated 11 June 1952). Following the approval of that report by the DCI on 13 June 1952, and the dissolution of the Career Service Committee, the Working Group continued its consideration of unfinished business under the authority of the CIA Career Service Board. It submitted a Final Report to the Chairman, CIA Career Service Board on 8 August 1952. This report was referred back to the Working Group on 20 October 1952, with suggestions for revision. The Chairman submitted a report regarding the proposed National Security Medal for Distinguished Achievement on 8 November 1952, and the Working Group submitted an interim report entitled "Reconsideration of Longevity Awards System" on 18 November 1952.

3. Fifteen meetings have been held between 26 May 1952 and 5 January 1953. The records of the Working Group have been deposited with the Secretariat of the CIA Career Service Board.

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APPENDIX 1